

I used four handbooks to produce my new version; GSA's draft is the easiest of the four to work with and rewrite--consequently, my version and GSA's are very similar. The other two handbooks used were [REDACTED] version.

STAT

The changes were so great that a comparative chart would be a good deal longer than this note.

[REDACTED] produced in August of 1963 is the best handbook put out by the Agency; [REDACTED] certainly required the least amount of work due to the fact that it was produced in July, 1967.

STAT

STAT

My new version has 2 basic styles: the block form and the modified block/indentation form; the latter apparently has some appeal to people in this Agency. My new version has one format for all communications--the Government letter in the two styles mentioned. It resembles the GSA handbook closely; however, it excludes style practices and includes security, mail handling, special correspondence for TS material and that prepared for the DCI and DDCI.

Specifically, Optional Form 10, speed letter (form, 1831),  
~~and Memorandum of Conversation (form, 1132)~~ were dropped.

Part V of  version was dropped; this dealt with  
"Forms of Address" which can be found in any government  
handbook or dictionary. The one exception was the salu-  
taion "Respectfully yours" used ~~by~~ in letters addressed  
to the President and the Vice-President; this was included  
in Part I of the new version, Preparation of Letters.  
Part VI on Forwarding memrandums was dropped since that  
was adequately handled in the parts dealing with mailing  
of letters and in Part VIII in the materials used to  
forward memorandums.

STAT